



Arnold Schwarzenegger, Governor
Sunne Wright McPeak, Secretary, Business, Transportation & Housing Agency
Jeff Davi, Real Estate Commissioner

DEPARTMENT OF REAL ESTATE
Equal Opportunity Employer
Job Opportunity

GRADUATE STUDENT ASSISTANT
Los Angeles - Temporary

The Department of Real Estate is recruiting to fill a temporary position for a Graduate Student Assistant for its Los Angeles Legal Office. The incumbent will be reviewing and pleading RAP (criminal history) cases and doing research and hearing preparation. Anticipate incumbent will work approximately 20 hours per week or less during the school year. This position is located at 320 W. 4th Street, Suite 350 in downtown Los Angeles.

Duties of the position include:

- Review and analyze evidence contained in RAP files.
- Draft pleadings in support of the matter that is the subject of an Administrative proceeding.
- Assist in hearing preparation including preparation of evidence and witness lists.
- Assist in legal research.

Necessary Qualifications:

- Ability to do legal research.
- Ability to communicate effectively, both orally and in writing.
- Excellent interpersonal skills.
- Ability to function independently or as part of a team.
- Ability to follow specific oral and written instructions and procedures.
- Ability to follow principles of effective time management.

Desirable Qualifications:

- Dependable and reliable and have good attendance.
- Be computer literate.

Salary:	A	\$1681 - \$1814
	B	\$1814 - \$1958
	C	\$1882 - \$2049
	D	\$1958 - \$2134

Who should apply: Students who are registered and currently enrolled as a graduate student in a college or university of recognized standing. If selected, must produce evidence of eligibility.

Submit Applications to:

Michele Walton, Personnel Services
Department of Real Estate
2201 Broadway, P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0796 or CALNET 498-0796

For information on the position contact:

Darlene Averetta – Assistant Chief Counsel
Department of Real Estate
(213) 576-6904 or CalNet 649-6904

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

FINAL FILING DATE: OPEN UNTIL FILLED

Applications may be obtained from the SPB website at www.spb.ca.gov

Applications, whether filed in person or by mail, must be received in the Personnel Office no later than 5:00 p.m. on the above date.

Applicants will be screened based on the Necessary/Desirable Qualifications shown above and only those most qualified will be contacted for an interview.